

# Leave & Attendance Time Entry

## LaGov HCM Entry Guidelines

*\*\*There are many additional codes related to the different reasons for leave. Listed below are only those with specific Civil Service rule references. See [“LaGov HCM Time Administration Quick Reference Guide”](#) for more info.*

LEAVE TYPE	LaGov HCM CODES**	CIVIL SERVICE RULE NO.	SCS Comments/ Requirements
<i>Annual</i>	LA	11.7 11.9	The “LA” code in LaGov HCM deducts leave from an employee’s balance of 1.5 k-time, then moves to straight k-time, and finally annual leave. Although a timekeeper may enter LA, the system may deduct compensatory leave.
<b>Sick</b>	LB	11.13 11.13.1	There are several variations of sick leave codes. See <a href="#">LaGov HCM Quick Reference Guide</a> for specific codes. Be aware of possible FMLA implications.
<b>State Compensatory Attendance</b>	Z001 or ZA04	21.7	Agency policies, not Civil Service rules, dictate whether an agency will use the system evaluated or override codes for attendance.
Usage	LL	21.6a	The “LL” code is only available for use by State Police.
<b>FLSA Compensatory Attendance</b>	Z001 or ZA05	21.7	Agency policies, not Civil Service rules, dictate whether to use the system evaluated or override codes for attendance.
Usage	LK	21.6a	The “LK” code is only available for use by State Police.
<i>Military</i>	LMAL	11.26a	15 days military leave - active
	LMPE	11.23h	Physical exam for military duty
	LMTL	11.26a	15 days military leave - training
	LWM	11.26c	Leave without pay for military

<b>Civil, Emergency &amp; Special</b>	LJ	11.23a	Jury duty
	ZCRT	11.23b	Court as a result of state emp.
	LSEC	11.23c	Emer. Civilian in nat'l defense
	LSAG	11.23d	Act of God
	ZTST	11.23f	Examination on reg. work day
	LSOC	11.23g	Office closure-impractical cond.
	LMPE	11.23h	Phys. Exam-potential military
	LSNG	11.23i	Nat'l Guard activation
	ZCRT	11.23j	Represent client w/o comp.
	LSCA	11.23k	Civil Air Patrol duty (not mtgs.)
<b>Funeral</b>	LF	11.23.1	No more than 2 days/occasion.
<b>Worker's Comp</b>	LD	11.21a,b	See <a href="#">OSUP</a> memo for detailed information on this procedure.
	LDLW	11.21c	
	LDLE	11.21.1a	
	LDFM	11.21a,b	
<b>Voting</b>	LSVT	11.23.2	Limit 2 hrs in parish or 1 day out if out of parish
<b>Voluntary Disaster Relief</b>	LSRC	11.23.3	American Red Cross service in a Level III or greater disaster. Not to exceed 15 cal. days/yr.
<b>Educational</b>	LEJR LEMA	11.24b	30 calendar days at employee's discretion or a maximum of 90 calendar days if mandated. LWOP may also be granted.
<i>Leave without Pay</i>	LW	11.27	
<b>Holidays</b>	LH	11.28a	
	LHDH	11.28b	
<i>Crisis Leave Pools</i>			
Donation	PLA	11.34	Agencies must have an <a href="#">approved policy</a> to use these codes.
Recipient	LCRI	11.34	Must establish quota "75" prior to keying employee usage.

<i>Suspensions</i> With Pay	LI	12.10	Shall not exceed 260 work hours without the approval of the Civil Service Director.
Without Pay	LILW	12.3b	Shall not exceed 176 work hours, except under rule 12.5.
<b>Unscheduled Absence</b>	UNSC	12.6a2	Agency policies, not Civil Service Rules, dictate whether an agency will use the system evaluated or override codes for attendance. The UNSC entry should have the same effective date as the absence entry, but the hour value must be '1'.
<b>Telecommuting</b>	ZTEL	---	